

SUBJECT: <b>Risk Management</b>	NUMBER: 1-23.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.12.01	APPROVED: Sheriff

## **I. POLICY**

It is the policy of the Valencia County Sheriff's Department to provide the safest workplace possible and to assist in the training and education of employees to reduce injury, lawsuits and liability.

## **II. PROCEDURE**

### **1. Education**

- A. The Association of Counties provides a weekly Risk Assessment Program (RAP) safety training for all Valencia County employees.
- B. The County of Valencia maintains a Safety Committee. The Sheriff will select a member of the department to participate on the committee. This committee meets on a monthly basis unless otherwise specified.

### **2. Reporting**

- A. A report will be filed on all on duty related accidents, injuries and incidents where a high probability of liability occurs.
- B. Reports will be forwarded to the Sheriff through the chain of command.

### **3. Analysis**

- A. An analysis of accidents, injuries, or other areas with a high probability of liability will be conducted on an as needed basis.
- B. information will be compiled from the on duty injury reports and the filing of Tort claims or liability lawsuits.
- C. Analysis reports will forwarded to the Sheriff through the chain of command.